



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2017-01

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: October 26, 2016

RE: Equipment Inventory Policy Changes

- ADM 02.03.05 Local Agency General Purchases
- ADM 02.03.06 Equipment Inventory
- ADM 02.03.07 Disposal, Transfer and Deletion of Equipment
- ADM 03.01.00 Record Retention
- Form Update: Local Agency Inventory Worksheet

Equipment Inventory Policy Changes

- [ADM 02.03.05 Local Agency General Purchases](#) (Policy revised and renamed)
- [ADM 02.03.06 Equipment Inventory](#) (Policy revised and renamed)
- [ADM 02.03.07 Disposal, Transfer and Deletion of Equipment](#) (Policy revised and renamed)
- [ADM 03.01.00 Record Retention](#) (Policy revised only, kept the same name)
- Form Update: [Local Agency Inventory Worksheet](#) (Form revised and renamed)

These policies have been updated to reflect the new Equipment Inventory in KWIC. More in-depth instructions on how to use the equipment inventory in KWIC have been created and added to the KS WIC website. The document “[Instructions for Using Equipment Inventory in KWIC](#)”, can be found under the Additional Training Resources on the Training page.

Action Required: Inform staff and have them review policies and Equipment Inventory Instructions.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.